



# Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058  
(281) 483-4734

Accredited by the  
National Academy  
of Early Childhood  
Programs



June 1, 2006

## Proposed Change to SFEI By-Laws

**AMENDMENT 18 [A-18]** – Proposed May 2006  
(by Louis Nguyen)

### ARTICLE VI Sections 4: Duties of the Members of the Board of Directors

#### ORIGINAL: Section 4

The Secretary's duties shall be as follows:

- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meetings shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation membership, officers, and chairpersons of any appointed committees.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.
- [A-5] maintain an up-to-date copy of the By-Laws of the Corporation.

#### AMENDED: Section 4

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## Board of Directors

**President**  
Melanie Saunders

**Vice President**  
Susan Gomez

**Treasurer**  
Miranda Scroggins

**Secretary**  
Louis Nguyen

**Policies & Procedures**  
Liana Rodriges

**Director**  
Kristy Hirning